

Our Ability Connect Tip Sheet for Job Candidates

Congratulation on getting started building your profile in Our Ability Connect job board. This is one more tool you can use in your job search that helps you get connected with businesses who are seeking to hire candidates with disabilities.

Here's a few tips to help you get started.

1. Before you begin creating your profile you might want to gather some information from your past work experiences, education, and references.
2. Go to www.disabilityin-gkc.org home page or jobs page, scroll down to Our Ability Connect "Get Started Here" button, click on that. It takes you directly to the Our Ability site.
3. At the top of the page click on "Individual Registration"
4. Under the "Enter your information", fill in your first and last name, email address and create a password. (The email you use will be the one employers will use to contact you.) **BIG TIP be sure and add your location (city, state) or employers cannot search for you.** If you want to disclose you have a disability, select yes after "are you a person with a disability?" (Tip- employers can search for candidates with disabilities and our business partners know by using the site that most people do have a disability, so you might want to think about your options here before moving forward.
5. Click submit and it takes you to building your profile, at the top of the page **click on "my profile". Again add your location (city and state)**
6. You will want to enter your work experiences, including volunteer experiences, just like you would on a resume or application. (you can copy and paste info if you have a resume available on your computer, otherwise type in all the needed information)
7. Next, enter your education. You also have an option to upload a video of yourself talking about what you are interested in and what your skills are related to the industry you are seeking. If you do this be sure to make it look as professional as possible. Last is a section for references, it is a good idea to list a few but make sure you ask those people first before you list them.

After entering all this information, the system automatically builds you a resume you can download, and employers can download if they are interested in you.

Once you have completed your profile you can edit it anytime by click the little pencil icon in the upper right corner by your name.

Keep in mind, just as any active job seeking person, start searching for jobs in the industry and location you are seeking. To do that go back to our home page at www.disabilityin-gkc.org and click on “See All Disability:IN GKC Jobs” and begin searching for positions you are interested in.

Jobs are posted daily so stay active in your job search. Employers will be searching for candidates from time to time, but you should stay active in your search and **apply for those position you are interested in and qualified for.**

Good luck in your job search!